

CHAPTER 29  
VALUE-ADDED AGRICULTURAL PRODUCTS AND PROCESSES  
FINANCIAL ASSISTANCE PROGRAM (VAAPFAP)  
Renumbered as 261—Ch 57, IAB 7/19/95

CHAPTER 30  
JOB OPPORTUNITIES FOR  
PERSONS WITH DISABILITIES PROGRAM

**261—30.1(76GA,SF2470) Purpose.** The purpose of this program is to provide technical assistance grants to Iowa nonprofit organizations providing training and employment opportunities for individuals with disabilities. The grant funds may be used for the direct purchase of technical services to further integrated employment initiatives at the local level. This program encourages: analytical decision making, comprehensive business planning, and pooling of resources among organizations/community groups/entities. The program is a joint effort by the department of education, division of vocational rehabilitation services; the Iowa department for the blind; and the Iowa department of economic development.

**261—30.2(76GA,SF2470) Definitions.**

“*DVRS*” means the Iowa department of education, division of vocational rehabilitation services.

“*IDB*” means the Iowa department for the blind.

“*IDED*” means the Iowa department of economic development.

“*Client*” means an individual who is an eligible client of the department of education, division of vocational rehabilitation services, or the Iowa department for the blind.

**261—30.3(76GA,SF2470) Eligible applicant.** Iowa nonprofit organizations providing training and employment opportunities for individuals with disabilities may apply. A consortium of eligible applicants may also apply. If a consortium applies, a lead Iowa nonprofit organization providing training and employment opportunities for individuals with disabilities must be designated in the application. This lead entity shall be responsible for all contractual obligations.

**261—30.4(76GA,SF2470) Project awards.** An applicant may receive an award of up to \$10,000 to conduct a project; examples of projects include, but are not limited to, the following: business feasibility studies, business planning, business organization structure analysis, implementation planning including accommodation of facilities and equipment for people with disabilities, market research/planning/analysis, and business specific technical assistance.

**261—30.5(76GA,SF2470) Eligible and ineligible use of grant funds.**

**30.5(1) *Eligible expenditures of grant funds.*** Expenses eligible for reimbursement under the program include:

*a.* Fees to be paid to a private consultant to purchase technical assistance. The consultant name, address, biography including references and past experience, and fee schedule must be included in the application.

*b.* Fees to be paid to a council of governments, not-for-profit organization, or higher educational institution, including public and private universities and colleges and merged area schools, to purchase technical assistance.

**30.5(2) *Ineligible expenditures of grant funds.*** Expenses ineligible for reimbursement under the program include, but are not limited to, the following:

*a.* Operating capital or equipment.

*b.* The purchase of office equipment or office rental.

*c.* Meeting expenses (e.g., room rental).

*d.* Application preparation.

*e.* Administrative costs.

*f.* Purchase of land, buildings, or improvements.

*g.* Any proposal to duplicate the services of another program or organization.

**261—30.6(76GA,SF2470) General guidelines for applications.**

**30.6(1) *Letters of endorsement.***

*a.* If services will be purchased from a not-for-profit entity or higher educational institution, including public and private universities and colleges and merged area schools, the application shall include a letter from the director of the not-for-profit entity or the appropriate official within the educational institution stating the staff assignment, agreement with the proposed timetable, and fee structure to the project. If services from a council of governments will be purchased, the application shall include a letter from the director of the council of governments stating the staff assignment, agreement with the proposed timetable, and fee structure to the project.

*b.* If a consultant is to be hired, a letter from the consultant shall be included stating: name, address, biography (including references and past experience); a detailed description of the technical assistance to be provided; and a fee schedule for the proposed project.

*c.* Applications shall include a letter of cooperation from any other fee or nonfee source pledging technical assistance or services to the project.

*d.* Applications shall include a letter of endorsement from the DVRS area supervisor and the local representative for IDB.

**30.6(2) *Timetable.*** Projects cannot exceed 12 months, unless a longer period is specified in the originally approved application or by the consensus of the review committee.

**30.6(3) *Applications.*** Applications from eligible applicants will be accepted on an ongoing basis throughout the year as long as funds are available.

**30.6(4) *Applicant submission.*** Applications shall be submitted to the IDED Program Administrator, Division of Community and Rural Development, 200 East Grand Avenue, Des Moines, Iowa 50309. Application forms and instructions are available from the DVRS, the IDB, and the IDED.

**30.6(5) *Application contents.*** Required contents of the applications include:

*a.* A brief statement of existing needs, issues, and capabilities of the applicant to complete the project.

*b.* A statement of the estimated economic impact and the impact on individuals with disabilities.

*c.* A work plan and objectives.

*d.* Timetable and budget.

- e. Letters of endorsement as specified in subrule 30.6(1).
- f. An executive summary of any planning, implementation, or fiscal analysis documents previously completed relating to the project.
- g. Proof of nonprofit status.

**261—30.7(76GA,SF2470) Review and award process.**

**30.7(1) *Review committee.*** Each eligible application shall be reviewed by a committee made up of two representatives of the DVRS, two representatives of the IDB, two representatives of the IDED, and two individuals with disabilities. Applicants scoring fewer than 60 points under subrule 30.7(2) shall not be recommended for funding. Applicants may be interviewed further to gain additional information about the proposal or to negotiate the proposed plan of work. Recommendations of the committee will be forwarded to the director of IDB, director of IDED, and the administrator at DVRS or their designees. A funding award requires the approval of the director of IDB, director of IDED, and the administrator at DVRS or their designees.

**30.7(2) *Scoring.*** The scoring system has a maximum of 100 points.

- a. Appropriateness of the project to the issues and problems. Maximum of 30 points.
- b. Economic impact and impact on individuals with disabilities. Maximum of 35 points.
- c. Viability of objectives and work plan. Maximum of 35 points.

**261—30.8(76GA,SF2470) Program management.**

**30.8(1) *Record keeping.***

a. Financial records, supporting documents, statistical records, and all records pertinent to the project shall be retained by the recipient of funds for a period of three years after the contract expiration date.

b. Records pertaining to the employment of clients of the DVRS or the IDB will be maintained for a period of five years following the date of employment.

**30.8(2) *Contract.*** The IDED will negotiate with successful applicants any modifications to the work plan and budget recommended by the review committee. The DVRS or the IDB shall negotiate a contract with successful applicants to define the terms for disbursement of funds and responsibilities and the contract shall be consistent with authorized use of Title I vocational rehabilitation funds.

**30.8(3) *Access to records.*** Representatives of the DVRS, the IDB, the IDED, and the state auditor's office shall have access to all books, accounts, and documents belonging to or in use by the recipient pertaining to the receipt of assistance under this program.

**30.8(4) *Monitoring.*** The DVRS, the IDB, and the IDED may perform any review or field inspections they deem necessary to ensure program compliance. Applicants will be required to submit reports corresponding with the project duration and type of project. Measurable initiatives may include, but are not limited to: market opportunities identified, decision points achieved in a business plan, the potential number of jobs to be created, number of employment opportunities for individuals with disabilities, money invested to expand or create a business enterprise, and private and public investments pledged to the project. The report(s) will present progress toward the goals of the project. The first report shall present the results of the technical assistance and the local organization(s)'s response. If the decision is to proceed with the business opportunity, the additional report(s) shall present progress of the grantee's implementation of the findings of the technical assistance. A copy of all generated reports shall be forwarded to the DVRS, the IDB, and the IDED upon completion of the contract.

These rules are intended to implement 1996 Iowa Acts, Senate File 2470, section 95.

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